

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **ASSESSOR**

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Jurisdictional Class:

Date Adopted: **Unknown**

Date Revised: **July 13, 1987**

Jurisdictions:

Union Status:

Pay Grade: **Varies**

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**GENERAL STATEMENT OF DUTIES:** Places a valuation on each parcel of real property in a municipality for tax purposes and prepares an annual assessment roll; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** Performs professional valuation for assessment of real property in a city or town. Positions in this class do not usually have subordinate appraisal staff. Work is performed under the general direction of the municipal legislature or the appointing authority. Supervision may be exercised over the work of clerical staff. Advisory service is available from the County Director of Real Property Tax Services and the State Board of Equalization and Assessment.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Annually values and revalues each parcel of real property;

Utilizes and maintains current tax maps and appraisal cards;

May seek county advisory services in determining values of certain parcels;

Attends all hearing of the Board of Assessment Review;

Makes changes in assessments in accordance with Law as directed by the Board of Assessment Review;

Appoints and trains an Acting Assessor to perform as needed;

Attends the public examination of the tentative assessment roll at times prescribed by Law;

Receives complaints filed and transmits them to the Board of Assessment Review;

Prepares reports of assessment activities as required by the appointing authority or the State Board of Equalization and Assessment;

Provides school districts within the assessing unit a copy of the current pertinent portion of the assessment roll;

Reviews and makes determinations with respect to applications for tax exemptions.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Working knowledge of making an appraisal of types of real property which are regularly sold; working knowledge of the theory, principles and practices of real property valuation and assessment; working knowledge of residential and commercial building construction methods, materials and their costs; working knowledge of laws governing the valuation and assessment of real property; working knowledge of deeds and related property records; ability to make and review arithmetic computations with speed and accuracy; ability to establish and maintain effective working relationships with the public, municipal officials and the Assessment Review Board; integrity; tact; courtesy; good judgment; good physical condition.

Last Reviewed: n/a

Last Updated: 07/13/87

Reviewed By: n/a

Last Reallocated: n/a

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**MINIMUM QUALIFICATIONS:** (Minimum requirements as established by State Board of Equalization and Assessment)

**Either:**

- (A) Graduation from high school, or possession of an accredited high school equivalency diploma and two (2) years of satisfactory full-time paid experience in an occupation involving the valuation of real property, such as assessor, appraiser, valuation data manager, real property appraisal aide or the like; **OR**
- (B) Graduation from an accredited two-year college and one (1) year of the experience described above; **OR**
- (C) Graduation from an accredited four-year college and six (6) months of experience described in subparagraph one (1); or graduation from an accredited four (4) year college and a written commitment from the county director that the county will provide training in assessment administration, approved by the State Board, within a six (6) month period; **OR**
- (D) The experience described in subparagraph one (1); subject to the following:
  - a. if the assessor has been previously certified by the State Board as a candidate for assessor pursuant to Subpart 188-3 of this part, such certification is equivalent to one (1) year of the experience described in subparagraph one (1);
  - b. for the purpose of crediting full-time paid experience, a thirty (30) hour week shall be deemed as full-time employment;
  - c. three (3) years of part-time paid experience as sole assessor or as chairman of the board of assessors shall be credited as one (1) year of full-time paid experience, and five (5) years of part-time paid experience as a member of a board of assessors shall be credited as one (1) year of full-time paid experience. Paid part-time experience in excess of these amounts shall be credited in accordance with these criteria;
  - d. volunteer experience in an assessor's office may be credited as paid experience to the extent that it includes tasks such as data collection; calculation of value estimates; preparation of preliminary valuation reports; providing routine assessment information to a computer center; public relations; and review of value estimates, computer output and exemption applications; **and**
  - e. in no case shall less than six (6) months of the experience described in subparagraph 1 be acceptable with the exception of county training as provided for in paragraph three (3) of this subdivision.

This standard specification agreed to by the State Board of Equalization and Assessment and Municipal Service Division, New York State Department of Civil Service, March 1987.

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Last Updated: 07/13/87  
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